



**LEAD GROUNDSKEEPER
CORRECTIONAL FACILITY**
Final Filing Date: October 30, 2008

OPEN, NONPROMOTIONAL – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION

SPOT EXAM FOR: **NORTH KERN STATE PRISON
WASCO STATE PRISON
KERN VALLEY STATE PRISON**

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail with:	or	In person with:
NORTH KERN STATE PRISON DELEGATED TESTING OFFICE P.O. BOX 5007 DELANO, CA. 93216-5007		NORTH KERN STATE PRISON PERSONNEL 2737 W. CECIL AVENUE DELANO, CA. 93215

NOTE: Only applications with an original signature will be accepted.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS **October 30, 2008** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **December/January**.

SALARY RANGE(S) As of: **September 1, 2008**

\$3,051.00 - \$3,660.00 per month.

MINIMUM QUALIFICATIONS Three years of experience in propagating, planting, and cultivating flowers and shrubs, and in general grounds maintenance work.

(Completion of a recognized course of study in landscape gardening or landscape design may be substituted for two years of the required experience.)

Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.

Special Personal Characteristics: Strength, good physical agility, and willingness to do heavy manual labor.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION PLAN (CONTINUED)	<p>Qualifications Appraisal -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Methods, materials, and equipment used in propagating, plating, cultivating, spraying and otherwise caring for flowers, shrubs, lawns and trees2. Flowers, shrubs and ornamental and shade trees commonly grown in California and their plating and growing requirements3. Plant pests and diseases and methods of their control and eradication4. Department's Affirmative Action Program and objectives5. A Manager's role in the Affirmative Action Program and the processes available to meet affirmative action objections <p>B. Ability to:</p> <ol style="list-style-type: none">1. Lay out ornamental flower beds and borders2. Follow oral and written directions3. Supervise the work of a group of groundskeepers4. Deal tactfully with the public5. Read and write at a level appropriate to the classification
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ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation at the institutions listed above.</p> <p>The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>The Lead Groundskeeper on a specific project or in a specific area, supervises and works with a small crew of employees, inmates, wards, residents or patients engaging in planting, watering, cultivating and maintaining flower beds, lawns, shrubs, and trees and in general grounds maintenance work; propagates flowers and ornamental plants and shrubs in a greenhouse and nursery; designs beds and borders; plants and cares for flowers, ornamental plants and shrubs; keeps greenhouses, nurseries and grounds free from plant diseases and pests; prunes shrubs and rose bushes; buds and grafts plants; cares for ornament flowers and plants in State buildings.</p> <p>Position(s) exist with the institution(s) listed above with the Department of Corrections and Rehabilitation.</p>
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SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
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VETERANS POINTS/ CAREER CREDITS	<p>Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.</p>
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<p>GENERAL INFORMATION</p> <p>It is the candidate's responsibility to contact Department of Corrections and Rehabilitations Delegated Testing Office at (661) 721-2345 ext. 6724 three weeks after the final filing date if he/she has not received his/her progress notice.</p>	
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Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS